



**STATE OF NEW JERSEY  
DIV. OF TAXATION  
INTERMITTENT TECHNICAL ASSISTANT  
(\$21.10 PER HOUR)**

The New Jersey Department of the Treasury, Division of Taxation, is currently seeking candidates to perform work of a technical nature in its Customer Service Call Center. You will be providing technical information and assistance to taxpayers, their representatives and/or Division staff relative to New Jersey taxes and the Property Tax Relief Programs administered by the Division of Taxation.

Positions are located in Trenton, New Jersey, and the hours of work will be 8:30 a.m. to 4:30 p.m., (35 hours per week), Monday through Friday. No prior tax experience is required and comprehensive training will be provided. Candidates will be required to pass a 30-minute basic aptitude test. Candidates who pass the basic aptitude test may be interviewed the same day. These positions are subject to a *successful* background investigation, including, but not limited to, criminal and tax filing history. **Positions are seasonal.** Benefits are not offered for these Intermittent positions.

**REQUIREMENTS:** Successful completion of sixty (60) semester hours at an accredited college or university. One (1) year of experience reviewing, verifying, authorizing, and/or providing information and assistance of a technical or fiscal nature in a public or private organization. Computer and mathematical skills are essential to perform the duties of the job and candidates should possess excellent communication skills. **Note:** Applicants who do not possess the above education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

**TO APPLY:** Candidates are required to submit a ***complete*** application package in order to be scheduled for and to receive testing confirmation. Application packages must contain: **resume, college transcripts (official/unofficial) or copy of degree** AND a **State of New Jersey Application for Employment**. To obtain an employment application, please **CLICK HERE** for the "WORD" version and submit with your complete application package via e-mail **NO LATER THAN MARCH 13, 2013** to: **taxjobs@treas.state.nj.us**

**\*\*E-MAIL RESPONSES ONLY\*\*** Applicant packages will **NOT** be accepted through U.S. Mail or fax. Please be sure to submit your package with a valid e-mail address and current phone number as candidates scheduled for testing will only be contacted by email or telephone. Candidates submitting incomplete, ineligible, or incorrectly sent packages **will not be considered.**

**WORK & TEST LOCATION:** NJ Division of Taxation, 50 Barrack Street, Trenton, New Jersey, 08625. **CLICK HERE** for directions. If you are scheduled for the basic aptitude test, you must bring your e-mail test confirmation, three No. 2 pencils, a valid photo ID and calculator (optional).

**VETERAN'S PREFERENCE:** Candidates may obtain Veteran's Preference information at **<http://nj.gov/military/veterans/preference.html>** or by calling the Department of Military & Veteran's Affairs at 1-888-865-8387.

**RESIDENCY NOTE:** In accordance with the *New Jersey First Act P.L. 2011 c70*, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment.

**THE STATE OF NEW JERSEY IS AN EQUAL OPPORTUNITY EMPLOYER**